



Centralized Accounting and Payroll/Personnel System

Calendar Year-End (CYE) 2021

Oct. 26, 2021

Online Consent

Employees are encouraged to consent online. From the ESS landing page, **My Pay** tile, employees will select:

- **W-2/W-2C Consent** to receive their W-2 forms electronically.
- **Form 1095-C Consent** to receive their 1095-C (ACA) forms electronically.

Address Verification

Employees are encouraged to verify their home address. From the ESS landing page, My Profile tile, employees will select:

- **Home Address** to verify/update their home address

Calendar Year-End (CYE)

SRs and Updates

- CYE SRs will be created for all agencies the weekend of Nov. 6, 2021.
 - SRs will be used for all CYE activity communication.
- Verify and Update Company Data and Contact Information.
 - Contact Information will be provided to the IRS when W-2s are submitted.
 - This information will be provided in agency's CYE SR.
- TAX900 Out of Balance Reports.
 - Any necessary adjustments must be completed before the December's On-cycle payroll.



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Thank you!

CAPPS Support Team

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